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TO : Management Officer
Attention:

FROM : Assistant Director for Operations

SUBJECT: Correction to our memo of 17 February 1950, "Translation Service provided by FDD to OSO and OPC"

DATE: FEB 23 1950

1. It is regretted that there are two errors in the subject memorandum, as follows:

a. In Paragraph 2 a, the average estimated monthly translation requirement of OSO is given as "310 pages", whereas it should read "330 pages". This estimate is taken from a memorandum dated 28 August 1947 from AD/OSO to AD/OC, subject "Request for assistance from Documents Section, OC".

b. In Paragraph 2b, the figure of 3,317 pages given for OSO requirements from 1 January 1949 to 1 January 1950 should be 4,648 pages. The lower figure was incorrectly based on the total number of pages actually completed by FDD for that period (service provided), rather than the number of pages requested by OSO (service required). At 4,648 pages, the latter would require 929.6 work days, or 4.2 full-time translators, rather than three translators as calculated originally.

2. These changes do not, however, affect the general conclusions of subject memorandum regarding the economy of the present system of operations.

GEORGE G. CAREY

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